Approved For Release 2006/05/24 - CIA-RDP70-00211R000900220029-6

Report for Week Ending 29 April 1959 from Records Disposition Branch

25X1	1.	Contributions EE/DD/P Shelf Filing Twenty-five hundred dollars worth of safe type filing equipment was replaced with Open File Shelving costing \$240. There was a 70% savings in floor space and a 30% gain in available filing	
		space. Project complete.	
	2.	Assignments	
		a. Fixing Equipment EE DD/P Shelf Filing This installation is expected to be completed in approximately 7 days and was delayed because of a labor strike which affected the vendor involved. New shelving will replace broke bulk storage type shelving which is now being used.	X1
		Office of Central Reference/IR/FE/NE/A Shelf Filing Have checked the possibility of converting these FE/NE/A Branch to Open File Shelving with the AR/OCR. The Branch Chief of this area was very much in favor of the idea and indicated that several people in the Branch had asked of the possibility to eliminate opening and dosing of safes. The Branch now shares a small secured area with another Branch	X1
		which may provide the required space.	
٠		We will discuss shelving installations in other OCR Areas tommorrow with the ARO.	
		OP/Records and Services Division/Shelf Filing/Test Installation 25	X1
		Test installation is now being tested to determine the adapta- bility of Open Shelving to housing Official Personnel Folders. Actually several systems of filing are being tired and the only favorable comments received was in favor of the flexible end tab. Tesing will continue thru June or July of this year.	
25X1		The bid on this installation has been awarded to the Art Metal Construction Company for \$1,445. Delivery of the equipment to 45 days.	X1

Land Company

Approved For Release 2000165/24 - CIA-RDP70-00211R000900220029-6

	O AD BRIEF	
-	Office of Security - Shelf Filing, Building 13 No change from previous report, awaiting delivery of equipment from vendor.	25X1
	OP/Contract Personnel Division/Card Index	25X1
25X1	Chief of CPB was contact concerning this card filing installation indicated that he wishes to cancel this project for the time being and until he completes a Management Engineering Course. In the mean time he has adopted a part of our suggestion to use Roldex filing equipment to the extent of taking cards from	25X1
	Kardex Safes and placing them in Card Trays on rolling tables. Project suspended.	
	b. Records Systems	
25X1	Plans for improvement in the maintenance of OO/FBIS/ Editorial Branch teletype files are being presented to	
25X1	Chief/EE and USSR sections today. has been successful in reducing the retention period for these files from 60 days to thirty days.	25X1
	c. Records Schedules	
25X1	OO/FDD and team) Schedule has been revised and returned to FDD for review and signature.	
	d. Special Projects	
	Emergency Filing Equipment Fact finding and analysis continuing. Received maps and Civil Defense information from Library.	25X1
	OSS Records/RI	
	Support Staff Records/DD/I Survey suspended until returns from sick leave.	25X1
	File Cleanup Campaign No change since previous report.	25X1
	Review of Clerical Training in Filing Submitted to Chief, Clerical Training, a report showing the number (195) and organizational location of Subject-Numeric File installations in the Agency.	25X1
	Continued work with OTR instructors, ARO and Graphics personnel on:	
	a. Revised practice and test materials. b. Stocking demonstrator file cabinet with training kit material.	
	Approved for Reiguse 200605/24 CARPT 0-00211R000900220029-6	

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220029-6

25X1	Reissuance of Handbook for Subject Filing as unclassified Publication. OS completed review of proposed Handbook and approved it as unclassified (Agency sterile but not U. S. Government sterile). Minor changes proposed by OS are being incorporated by OL/Printing Services Division.	
25X1	§. Inactive Assignments Sorting Equipment Booklet	
25X1	Revision of Records Management Program Guide.	
	Analyst Files Project	
25X1 3	. <u>Vital Materials</u>	
25X1	Chairman of DD/I Vital Materials Committee, informed us that he was forwarding a copy of our memo which included 6 suggestions for improvement in the central collection of DD/I intelligence materials to all AD's in DD/I. He also	
	discussed these suggestions with AD/OCR and recommended that his successor as Chairman of DD/I VM Committee be selected from the OCR Documents Division. This person would also become	25X1
	OCR Vital Materials Officer. expects to leave for an extended Army War College course shortly).	25X1
	A change in the maintenance procedure of the stock status cards of Logistics resulted in the saving in filing time on the part of repository personnel.	
25X1	OCR Libraian,	
	accompanied last week's trip to the repository to arrange recent additions to the reference library collection. also accompanied this trip to check on the cable deposits. He stated that considereation is being given to the reduction of the retention period for TS cables from one year to six months. Microfilming OCR/GR continues	25X1
	OCR/IR continues ORR/Services Division completed	
	OSI the annual filming of Vital materials will begin next Tuesday.	
	To make specify &	

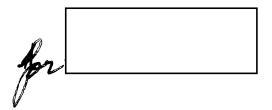
CONFIDENTIAL

Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220029-6 **CONFIDENTIAL**

25X1	4.	News	

We are now arranging to exchange 20,000 folders with Record Files Inc. for a better product. These folders were procured for the IR Mock-Up and have proven unsatisfactory.

A tour of vaulted areas in OTR will be made this afternoon with the ARO to explore the possibility of shelf filing installations.



25X1